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DD/A 79-1763/2

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Data Processing  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: Establishment of DDA/R&D Panel ☐

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1. It is of importance that the Directorate takes a greater interest in R&D activities. We must rely to a large extent upon the DDS&T and it is clear that research projects proposed by the DDA are in increasingly tight competition with other Agency components for R&D dollars. Because of this competition and particularly in times of shrinking resources, it is important that we communicate clearly and on a timely basis with DDS&T as the annual R&D planning cycle proceeds. ☐

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2. As a means of better controlling the R&D process in the DDA a panel <sup>Its membership will consist of</sup> is established referred to as the DDA/R&D Panel. ~~It will be comprised of three technically qualified officers, one each from the Office of Communications, the Office of Data Processing and the Office of Security.~~ ☐

3. The functions of the DDA/R&D Panel are as follows:

- a. Establish direct access to the DDS&T Plans Staff on behalf of the DDA/R&D efforts.
- b. Establish intra-DDA <sup>ORDER OF PRIORITY</sup> prioritization of DDA / R&D related activities.
- c. <sup>by DDS&T</sup> Keep abreast of the funding allocated to each DDA program as the R&D cycle progresses. ☒
- d. Maintain contact with DDA Offices so that newly generated R&D projects are included in the overall DDA proposals.

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e. Serve as a conduit for correspondence ~~among~~ between DDA Offices and DDS&T on R&D matters.

f. Refer to the DDA issues or problems that cannot be resolved by the R&D Panel. ☐

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4. The DDA/R&D Panel will be chaired on an annual rotating basis among the three technical representatives. Serving on the panel are:

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5. I fully expect that the R&D Panel will prove a more efficient way of negotiating business on R&D matters between our respective Directorates, particularly during this period ~~of strong competition for resources and shrinking budgets.~~ ☐ as we face

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f. Submit coordinated R&D requirements to the ~~DDA~~ DDA Management Staff in phase with the program cycle. (The Management Staff must be kept informed as well on R&D requirements that surface outside the program cycle where ~~a~~ a funding or reprogramming action is EVIDENT).